

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, veterans, minorities and persons with disabilities.



NUTRITION AIDE

Salary Range: \$30,394.00 - \$36,478.00/Annually

POSITION

Vacancy is in the Women, Infants and Children's Program in the Health and Human Services Department. Under supervision, provides food supplements and nutrition education to women, infants and children found eligible for reason of nutritional risk and income. Assists clients with applications for program benefits by reviewing certification information against program guidelines. Provides information to clients, responds to calls and assists with scheduling and the distribution of checks and basic nutrition information. Maintains monthly records and assists with client interviews to obtain basic client data and enters such data into SWIS database. Assists with the collection and updating of client data for evaluation purposes. Assists with various nutrition projects as well as outreach within the community. Performs related work as required. This is a union position. The hours of work are 40 per week. **This is a grant-funded position renewable on an annual basis. The City of Hartford is not obligated to fund this position upon termination of funding.**

QUALIFICATIONS

High school diploma or equivalency and one year of work experience involving public contact, preferably with pregnant women or mothers with pre-school children. Basic computer skills helpful. Wherever possible, appropriate equivalents will be considered.

A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION. MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENCY AFFIDAVIT INCLUDING PROOF OF RESIDENCY AS INDICATED ON THE RESIDENCY AFFIDAVIT.

APPLICATIONS WITHOUT PROPER DOCUMENTATION MAY RESULT IN YOUR DISQUALIFICATION.

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of basic nutrition and practices; Knowledge of the techniques of interviewing and methods of establishing clients' financial status and eligibility for the WIC program; Knowledge of social and welfare agencies, clinics and allied cooperating agencies in the community; Ability to maintain simple records and perform a variety of routine functions; Ability to establish and maintain effective working relationships with clients, representatives of other agencies, other employees and the general public; Ability to express oneself clearly and concisely, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 6 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL TUESDAY, FEBRUARY 9, 2016.

Exam No: 2987

Issued: 1/26/2016

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalizations
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to:

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

Web page: www.hartford.gov/humanresources/jobs

Application: www.hartford.gov/images/hr/application.pdf

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any change of address on your application.